



Where ideas work

Travel Voucher (Restricted Use)

Control No.

E129555

Freedom of Information and Protection of Privacy: The personal information you are providing is collected for the purposes of travel expense administration and under the authority of the Financial Administration Act. The collection, use and disclosure of personal information is in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact your Ministry's Director/Manager of Information and Privacy.

Name Rzepa, Christina				Employee ID s.22				Phone Number (250) 356-0179																																																																																																																																																																				
Client Organization Advanced Education, Skills and Training				Job Title Executive Assistant				Travel Group Code 3																																																																																																																																																																				
5. Date Completed 2018/08/22			6. Fiscal Year 2019			7. Special Cheque Issue			8. Cheque Stub Information																																																																																																																																																																			
Type of Travel In Province			14. Reason for Travel staffing Minister						Headquarters Vancouver																																																																																																																																																																			
12. Mailing Address for Cheque 9080 Stn Prov Govt Victoria, BC V8W 9E2																																																																																																																																																																												
<table border="1"> <tr> <th colspan="2">16. Travel Dates</th> <th colspan="2">17. Places Travelled</th> <th colspan="2">18. Personal Vehicle Use</th> <th colspan="2">19. Other Transport Costs</th> <th colspan="2">20. & 21. Meals</th> <th colspan="2">22. Lodging Costs</th> <th colspan="2">20. & 21. Miscellaneous</th> </tr> <tr> <th colspan="2"></th> <th>Destination</th> <th>Start</th> <th>End</th> <th>Km</th> <th>Cost</th> <th>Costs</th> <th>Claim</th> <th>Cost</th> <th>Costs</th> <th>Cost</th> <th>Cost</th> <th>Describe</th> </tr> <tr> <td colspan="2">2018</td> <td>*PCard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>08/07</td> <td></td> <td>*Van/Vern/Van (AC)</td> <td>0730</td> <td>1800</td> <td></td> <td>0.00</td> <td>79.90</td> <td>F-BLD</td> <td>12.25</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>08/10</td> <td></td> <td>*Van/Cranbrook/Van (AC)</td> <td>0715</td> <td>1730</td> <td></td> <td>0.00</td> <td>79.50</td> <td>F-BLD</td> <td>12.25</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>08/14</td> <td></td> <td>*Haida Gwaii (AC)</td> <td>1130</td> <td>2359</td> <td>18</td> <td>9.72</td> <td></td> <td>F-BL</td> <td>30.50</td> <td>51.45</td> <td>51.45</td> <td>Hotel-MMM</td> </tr> <tr> <td>08/15</td> <td></td> <td>Haida Gwaii</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>51.45</td> <td>51.45</td> <td>Hotel-MMM</td> </tr> <tr> <td>08/16</td> <td></td> <td>Haida Gwaii</td> <td>0700</td> <td>2359</td> <td></td> <td>0.00</td> <td></td> <td>F-</td> <td>51.50</td> <td>51.45</td> <td>51.45</td> <td>Hotel-MMM</td> </tr> <tr> <td>08/17</td> <td></td> <td>*Vancouver (AC)</td> <td>0700</td> <td>1930</td> <td></td> <td>0.00</td> <td>50.50</td> <td>F-</td> <td>51.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>09/07</td> <td></td> <td>Van/Vic/Van</td> <td>0800</td> <td>1800</td> <td>5</td> <td>2.70</td> <td>42.80</td> <td>H-B</td> <td>15.25</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">TOTALS OF COLUMNS</td> <td>36.</td> <td>37.</td> <td></td> <td>38.</td> <td>39.</td> <td>40.</td> <td>Claim Total</td> <td></td> </tr> <tr> <td colspan="5"></td> <td>\$ 12.42</td> <td>\$ 252.70</td> <td></td> <td>\$ 224.75</td> <td>\$ 154.35</td> <td>\$ 154.35</td> <td>\$ 798.57</td> <td></td> </tr> </table>												16. Travel Dates		17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous				Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost	Cost	Describe	2018		*PCard												08/07		*Van/Vern/Van (AC)	0730	1800		0.00	79.90	F-BLD	12.25					08/10		*Van/Cranbrook/Van (AC)	0715	1730		0.00	79.50	F-BLD	12.25					08/14		*Haida Gwaii (AC)	1130	2359	18	9.72		F-BL	30.50	51.45	51.45	Hotel-MMM	08/15		Haida Gwaii	0700	2359		0.00		F-	51.50	51.45	51.45	Hotel-MMM	08/16		Haida Gwaii	0700	2359		0.00		F-	51.50	51.45	51.45	Hotel-MMM	08/17		*Vancouver (AC)	0700	1930		0.00	50.50	F-	51.50				09/07		Van/Vic/Van	0800	1800	5	2.70	42.80	H-B	15.25				TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total							\$ 12.42	\$ 252.70		\$ 224.75	\$ 154.35	\$ 154.35	\$ 798.57	
16. Travel Dates		17. Places Travelled		18. Personal Vehicle Use		19. Other Transport Costs		20. & 21. Meals		22. Lodging Costs		20. & 21. Miscellaneous																																																																																																																																																																
		Destination	Start	End	Km	Cost	Costs	Claim	Cost	Costs	Cost	Cost	Describe																																																																																																																																																															
2018		*PCard																																																																																																																																																																										
08/07		*Van/Vern/Van (AC)	0730	1800		0.00	79.90	F-BLD	12.25																																																																																																																																																																			
08/10		*Van/Cranbrook/Van (AC)	0715	1730		0.00	79.50	F-BLD	12.25																																																																																																																																																																			
08/14		*Haida Gwaii (AC)	1130	2359	18	9.72		F-BL	30.50	51.45	51.45	Hotel-MMM																																																																																																																																																																
08/15		Haida Gwaii	0700	2359		0.00		F-	51.50	51.45	51.45	Hotel-MMM																																																																																																																																																																
08/16		Haida Gwaii	0700	2359		0.00		F-	51.50	51.45	51.45	Hotel-MMM																																																																																																																																																																
08/17		*Vancouver (AC)	0700	1930		0.00	50.50	F-	51.50																																																																																																																																																																			
09/07		Van/Vic/Van	0800	1800	5	2.70	42.80	H-B	15.25																																																																																																																																																																			
TOTALS OF COLUMNS					36.	37.		38.	39.	40.	Claim Total																																																																																																																																																																	
					\$ 12.42	\$ 252.70		\$ 224.75	\$ 154.35	\$ 154.35	\$ 798.57																																																																																																																																																																	
48. Client Code		49. Resp.	50. Service Line		51. STOB	52. Project		45. Supplier Code		Amount																																																																																																																																																																		
019		11001	18000		5702	1100000		s.22		s.22																																																																																																																																																																		
019		11001	18000		5701	1100000				\$ 60.75																																																																																																																																																																		
019		11001	18000		5702	1100000				\$ 154.35																																																																																																																																																																		
019																																																																																																																																																																												
Less Travel Advance																																																																																																																																																																												
019																																																																																																																																																																												
										54.																																																																																																																																																																		
										\$ 798.57																																																																																																																																																																		
45. Employee Signature (See Audit Trail)						Print Name			Date Signed																																																																																																																																																																			
- Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.																																																																																																																																																																												
56. Spending Authority Signature (See Audit Trail)						Print Name			Date Signed																																																																																																																																																																			
- Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.																																																																																																																																																																												
57. Payment Authority Signature (See Audit Trail)						Print Name			Date Signed																																																																																																																																																																			
- Requisition for payment pursuant to section 32 of the Financial Administration Act.																																																																																																																																																																												

FIN 10 (EFI-F0012 v2.6.1)

Production *** Copyright © Government of British Columbia

Ministry Spending Authority ARCS 1240-20
Ministry Payment Authority ARCS 1050-06Audited 2018Sep18
SLP

583.47

Audit Trail for Travel Voucher (Restricted Use) E129555 for Rzepa, Christina

13 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/08/22 12:38:48	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/04 16:04:19	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/07 15:21:22	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/07 15:28:54	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/07 15:40:53	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/10 15:30:32	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/10 15:55:44	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/10 16:04:43	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/11 09:37:19	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/11 09:37:42	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Saved	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/11 09:44:46	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Rzepa, Christina Christina.Rzepa@gov.bc.ca	Notified	Rzepa, Christina Christina.Rzepa@gov.bc.ca
2018/09/14 12:50:05	Rzepa, Christina (IDIR\CRZEPA) Christina.Rzepa@gov.bc.ca		Initiated	Talbot, Sarena Sarena.Talbot@gov.bc.ca
2018/09/14 14:18:13	Talbot, Sarena (IDIR\STALBOT) Sarena.Talbot@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E129555 for Rzepa, Christina

3 note(s) returned.

Created On	Author	Note
2018/09/10 16:04:43	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Aug 7, 2018 â€" Yellow cab to airport Van/Kel (AC pd by p/c) â€" share ride to event in Vernon â€" drive back to Kelowna airport Kel/Van (AC pd by p/c) â€" Yellow cab to home.
2018/09/11 09:37:19	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Aug 10, 2018 â€" Yellow cab to airport Van/Cranbrook (AC pd by p/c) â€" share ride to event and back to airport Cranbrook/Van (AC pd by p/c) â€" Cab home (38.30 lost receipt) Aug 14, 2018 â€" personal ride to airport Van/Sandspit (AC pd by p/c) â€" share ride to Alliford Bay â€" ferry to Skidegate â€" share ride to Queen Charlotte City â€" o/n Aug 15, 2018 â€" share ride to Skidegate for meetings â€" drive back to QCC â€" o/n
2018/09/11 09:37:42	Flesh, Cindy (IDIR\CFLESH) Cindy.Flesh@gov.bc.ca	Aug 17, 2018 â€" share ride to Skidegate â€" ferry to Alliford Bay (pd by MMM) â€" share ride to Sandspit airport Sandspit/Van (AC pd by p/c) â€" Delta Sunshine Taxi to home. Sept 7, 2018 â€" share ride to Helijet Van/Vic (pd by p/c) â€" Bluebird Taxi to event â€" share ride back to buildings â€" Bluebird Taxi to Helijet Vic/Van (pd by p/c) â€" personal ride home.

Production *** Copyright © Government of British Columbia

YELLOW CAB #72
1441 CLARK DR
VANCOUVER BC

CARD s.17
CARD TYPE MASTERCARD
DATE 2018/08/10
TIME 7039 07:43:56
CLERK ID 1
RECEIPT NUMBER
C85020080-001-006-978-0

PURCHASE
AMOUNT \$41.20
TIP s.22
TOTAL

MasterCard
A0000000041010
628C942C520F63BA
0000008000-E800
C01A000549830197

APPROVED

AUTH# 104356 01-027
THANK YOU

VERIFIED BY PIN

MERCHANT COPY

DELTA SUNSHINE TAXI # 41
13425 71A AVE
SURREY BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/08/17
TIME 1032 19:29:43
CLERK ID 1086
RECEIPT NUMBER
C85029840-001-433-002-0

PURCHASE
AMOUNT \$50.50
TIP s.22
TOTAL

MasterCard
A0000000041010
A0C3CE21EDC7E097
0000008000-E800
22CF2A278C3F3490

APPROVED

AUTH# 222943 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB #50
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/08/07
TIME 0922 07:57:54
CLERK ID 1
RECEIPT NUMBER
C85042539-001-014-163-0

PURCHASE
AMOUNT \$42.40
TIP s.22
TOTAL

MasterCard
A0000000041010
4AE2B77D93DB74DE
0000008000-E800
318CDC7500DD595E

APPROVED

AUTH# 105754 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

YELLOW CAB #199
1441 CLARK DR
VANCOUVER BC

CARD *****s.17
CARD TYPE MASTERCARD
DATE 2018/08/07
TIME 0644 17:49:18
CLERK ID 5
RECEIPT NUMBER
C85006212-001-003-245-0

PURCHASE
AMOUNT \$37.50
TIP s.22
TOTAL

MasterCard
A0000000041010
54D8660FE699D2C4
0000008000-E800
86B4C4F02868293C

APPROVED

AUTH# 204918 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

GST105762447RT0001

— s.22

OUR NUMBER

DATE 17 AUG 2018

CUSTOMER'S ORDER

SOLD TO CHRISTINA & MARCIE.
ADDRESS _____

SHIP TO _____
ADDRESS _____

TAX REG. NO.	SALESPERSON
--------------	-------------

FCB	TERMS	VIA
-----	-------	-----

INVOICE

QUANTITY	DESCRIPTION	PRICE	AMOUNT
2 Bn	3 NIGHTS @ 98.00		294 00
	GST s.15		14 70
		TOTAL	308 70

 Blueline® DC31

©Blueline®, 2010

s.15

TERM #	78034236
RECORD #	000351
HOST INVOICE #	s.22
HOST SEQ #	1000252

CARD *****s.17
CREDIT/MASTERCARD D
2018/08/17 09:49:42

PURCHASE	
TOTAL	\$308.70

AUTH#:125003 B:0056
HTS#: 20180817095003

TRANSACTION
APPROVED 000
THANK YOU

MasterCard
AID: A0000000041010
TC: C8742601B4596BFC
TVR: 0000008000
TSI: E800

CUSTOMER COPY



Statement

Account Name:	RZEPA, CHRISTINA	Card Number:	s.17
Company Name:	PROVINCE OF BC TRAVEL	Account Limit:	s.22
Employee ID:	s.22	Available Credit:	
Statement Date (MM/DD/YYYY):	09/03/2018	Currency:	CAN
Payment Due Date (MM/DD/YYYY):	10/03/2018	Past Due Balance:	
		New Account Balance:	

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Previous Balance:
Payments:
Adjustments:
Net Purchases:
Cash Advance:
Fees:
Other Charges:
New Account Balance:

Interest Charges and rates: s.22

Item

Interest charges on this statement (\$)
Annual interest rate next period (%)
Daily interest rate next period (%)

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
08/07	08/07 239969063	PAYMENT - THANK YOU /VERSEMENT - MERCI	\$ -240.90	\$ 0.00	\$ -240.90
08/07	08/08 240061266	YELLOW CAB #50 VANCOUVER BC	\$ 41.43 105754	\$ 4.97 (e)	\$ 46.40
08/07	08/08 240061267	YELLOW CAB #199 VANCOUVER BC	\$ 37.05 204918	\$ 4.45 (e)	\$ 41.50
s.22					
08/10	08/10 240694746	YELLOW CAB #72 VANCOUVER BC	\$ 40.36 104356	\$ 4.84 (e)	\$ 45.20
08/17	08/17 241861193	s.15	\$ 308.70 125003	\$ 0.00	\$ 308.70
08/17	08/20 241976851	DELTA SUNSHINE TAXI # SURREY BC	\$ 49.55 222943	\$ 5.95 (e)	\$ 55.50

TOTAL CREDITS xxxx-xxxx-xxx s.17
TOTAL DEBITS xxxx-xxxx-xxx

s.22

BLUEBIRD CABS #42
2612 QUADRA ST
VICTORIA BC

CARD ***** s.17
CARD TYPE MASTERCARD
DATE 2018/09/07
TIME 7643 09:44:48
RECEIPT NUMBER
C85069006-001-523-008-0

PURCHASE
AMOUNT \$35.00
TIP s.22
TOTAL

MasterCard
A0000000041010
34E6256E51200B26
0000008000-E800
81E6FB0F8470158D

APPROVED

AUTH# 124448 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PHONE.250.382.2222

BLUEBIRD CABS #79
2612 QUADRA ST
VICTORIA BC

s.17

CARD *****
CARD TYPE MASTERCARD
DATE 2018/09/07
TIME 7753 16:44:14
RECEIPT NUMBER
C85007513-001-250-008-0

PURCHASE
AMOUNT \$7.80
TIP
TOTAL

s.22

MasterCard
A0000000041010
32A328ECCA9EB3ED
0000008000-E800
5E0456E64D230093

APPROVED

AUTH# 194414

01-027

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



Booking Confirmation

Booking Reference: s.22

Date of issue: 19 Jul, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the [IATA Travel Centre website](#) or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view [Air Canada's Privacy Policy](#) directly.

- Depart

Economy - Basic

Tuesday
07 Aug, 2018

09:25

Vancouver
Vancouver Intl. (YVR), BC
Terminal M



10:22

Kelowna
(YLW), BC



AC8398

0hr57

Economy A
Operated by: Air Canada Express -
Jazz | Q400

! Economy Basic is a [restricted fare](#)

- Return

Economy - Basic

Tuesday
07 Aug, 2018

16:00

Kelowna
(YLW), BC



16:56

Vancouver
Vancouver Intl. (YVR), BC
Terminal M



AC8433

0hr56

Economy A
Operated by: Air Canada Express -
Jazz | Q400

! Economy Basic is a [restricted fare](#)

Passengers

Melanie Mark	Seats
Ticket Number	AC8398 s.1
0142197870416	AC8433 5
Air Canada - Aeroplan	
s.17,s.22	
Christina Rzepa	Seats
Ticket Number	AC8398
0142197870417	AC8433



Purchase summary

MasterCard

***** s 17
Amount paid: \$487.72

Tax information

GST/HST no. 10009-2287 RT0001
\$23.22

2 adults

Air Transportation Charges

Base Fare - Depart - Economy - Basic	67.00
Base Fare - Return - Economy - Basic	67.00
Surcharges	24.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	9.61
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	20.00

Total airfare and taxes before options (per passenger) **\$201⁸⁶**

Number of passengers **X 2**

Total **\$403⁷²**

Seat selection

Melanie Mark	
AC8398 s.15	20.00
AC8433:	20.00
Christina Rzepa	
AC8398 s.15	20.00
AC8433:	20.00
Goods and Services Tax - Canada no. 100092287 RT0001	4.00

Total with options and seat selection fee: **\$487⁷²**

GRAND TOTAL (Canadian dollars) **\$487⁷²**



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



s.22

Booking Confirmation

Booking Reference: s.22

Date of issue: 19 Jul, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.



- Depart

Economy - Standard

Friday
10 Aug, 201808:55
Vancouver
Vancouver Intl. (YVR), BC
Terminal M11:24
Cranbrook
(YXC), BC

AC8215

1hr29
Economy T
Operated by: Air Canada Express -
Jazz | Dash 8-300

- Return

Economy - Standard

Friday
10 Aug, 201817:15
Cranbrook
(YXC), BC17:49
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

AC8218

1hr34
Economy T
Operated by: Air Canada Express -
Jazz | Dash 8-300

Passengers

Melanie Mark	Seats
	AC8215 s.
	AC8218 15
Christina Rzepa	Ticket Number
	0142197870815
	Air Canada - Aeroplan
	s.17,s.22
Christina Rzepa	Seats
	AC8215
	AC8218



Purchase summary

MasterCard

***** S.1
Amount paid: \$632.62

Tax information

GST/HST no. 10009-2287 RT0001
\$30.12

2 adults

Air Transportation Charges

Base Fare - Depart - Economy - Standard	117.00
Base Fare - Return - Economy - Standard	117.00
Surcharges	24.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	14.06
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	9.00

Total airfare and taxes before options (per passenger) **\$295³¹**

Number of passengers **X 2**

Total **\$590⁶²**

Seat selection

Melanie Mark	
AC8215: S.15	10.00
AC8218:	10.00
Christina Rzepa	
AC8215: S.15	10.00
AC8218:	10.00
Goods and Services Tax - Canada no. 100092287 RT0001	2.00

Total with options and seat selection fee: **\$632⁶²**

GRAND TOTAL (Canadian dollars) **\$632⁶²**



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Booking Confirmation

Booking Reference: s.22

Date of issue: 31 Jul, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

- Depart

Economy - Standard

Tuesday
14 Aug, 2018

13:10
Vancouver
Vancouver Intl. (YVR), BC
Terminal M

15:11
Sandspit
(YZP), BC


AC8522

2hr01
Economy G
Operated by: Air Canada Express -
Jazz | Dash 8-300

- Return

Economy - Latitude

Friday
17 Aug, 2018

15:40
Sandspit
(YZP), BC

17:35
Vancouver
Vancouver Intl. (YVR), BC
Terminal M


AC8523

1hr55
Economy B
Operated by: Air Canada Express -
Jazz | Dash 8-300

Passengers

 **Christina Rzepa**

Ticket Number
0142198400013

Seats

AC8522 s.

AC8523 15



Purchase summary

MasterCard

s. 1
Amount paid: \$1124.81

Tax information

GST/HST no. 10009-2287 RT0001
\$53.56

1 adult

Air Transportation Charges

Base Fare - Depart - Economy - Standard	336.00
Base Fare - Return - Economy - Latitude	662.00
Surcharges	36.00

Taxes, fees and charges

Goods and Services Tax - Canada no. 100092287 RT0001	52.66
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	5.00

Total airfare and taxes before options **\$1105⁹¹**

Seat selection

Christina Rzepa	
AC8522: s. 15	18.00
Goods and Services Tax - Canada no. 100092287 RT0001	0.90

Total with options and seat selection fee: **\$1124⁸¹**

GRAND TOTAL (Canadian dollars) \$1124⁸¹



Check-in and boarding gate deadlines

Within Canada

90
minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45
minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15
minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Flesh, Cindy AEST:EX

From: Rzepa, Christina AEST:EX
Sent: September 7, 2018 4:49 PM
To: Flesh, Cindy AEST:EX
Subject: Fwd: Thank you for choosing to take off with Helijet!

Christina Rzepa
EA, Advanced Education, Skills and Training

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: September 7, 2018 at 4:45:29 PM PDT
To: <christina.rzepa@gov.bc.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Christina Rzepa
	Company	Ministry Of Advanced Education, Skills And Training

Booking # s.22

Friday, September 7, 2018

728

17:30 Victoria Harbour (Downtown)

Invoice #314312

FARE-YWH-Full_Summer - 2018	\$219.05
-----------------------------	----------

+ GST	\$10.95
-------	---------

18:05 Vancouver Harbour (Downtown)	Billing	\$219.05
35 minutes	Taxes	\$10.95
Confirmed	Grand Total	\$230.00
1 Passengers - Off-Peak	Mastercard	\$230.00
Christina Rzepa, Female	Date / Time	September 7, 2018 @ 4:45:16 PM
Add to Calendar	Summary	s.17
	Expiration	
	Authorization	120714
Fully Changeable / Refundable up to 5pm the day prior to departure.		
After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.		
Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)		

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.



Control No.

E129813

Name	Employee ID	Phone Number
Brown, Edena	s.22	(250) 480-8627
Client Organization	Job Title	Travel Group Code
Children and Family Development	Executive Assistant	3

5. Date Completed 2018/10/03	6. Fiscal Year 2019	7. Special Cheque Issue	8. Cheque Stub Information
Type of Travel In Province	14. Reason for Travel EMPR - CRT		Headquarters Kootenay-West

16.	17.			18.		19.	20. & 21.		22.	20. & 21.	
Travel Dates	Places Travelled			Personal Vehicle Use		Other Transport Costs	Meals		Lodging Costs	Miscellaneous	
2018	Destination	Start	End	Km	Cost		Claim	Cost		Cost	Describe
08/13	Castlegar > Cran	1100	1300	229	123.66			0.00			
08/13	Cran>Nel>Cas	1330	1900	273	147.42			0.00			

[illegible]

48.	49.	50.	51.	52.	45.	
Client Code	Resp.	Service Line	STOB	Project	Supplier Code	Amount
039	18YAA	14001	5706 ⁰²	1800000	s.22	\$ 271.08
039						
039						
039						

[illegible]

		AMOUNT DUE TO EMPLOYEE	54.	\$ 271.08
--	--	------------------------	-----	-----------

45. Employee Signature (See Audit Trail) - Certified this travel expense claim is a true statement of disbursements made and/or allowances to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.	Print Name	Date Signed
---	-------------------	--------------------

56. Spending Authority Signature (See Audit Trail) - Certified correct pursuant to section 32 & 33 of the Financial Administration Act and related policies.	Print Name	Date Signed
--	-------------------	--------------------

57. Payment Authority Signature (See Audit Trail) - Requisition for payment pursuant to section 32 of the Financial Administration Act.	Print Name	Date Signed
---	-------------------	--------------------

Audit Trail for Travel Voucher (Restricted Use) E129813 for Brown, Edena

3 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2018/10/03 11:24:17	Brown, Edena (IDIR\EDBROWN) Edena.Brown@gov.bc.ca		Initiated	Gunn, Paula s Paula.Gunn@gov.bc.ca
2018/10/03 11:25:27	Gunn, Paula s. (IDIR\PGUNN) Paula.Gunn@gov.bc.ca		Approved	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca
2018/10/03 11:48:04	Poldrugovac, Saija (IDIR\SPOLDRUG) Saija.Poldrugovac@gov.bc.ca	FSA MIN OFF, FIN FINFSAMINOFF@gov.bc.ca	Processed	

Production *** Copyright © Government of British Columbia

Notes for Travel Voucher (Restricted Use) E129813 for Brown, Edena

0 note(s) returned.

Created On	Author	Note

Production *** Copyright © Government of British Columbia

MINISTRY OF FINANCE AND SUPPORTED ENTITIES
REIMBURSEMENT CLAIM FOR NON-PAYROLL RELATED EXPENSES

INVOICE #

MISC-BRO2018Aug18

FORM USAGE

This form is to be used by individuals to claim reimbursement for government expenditures that have been paid for personally and cannot be claimed using another reimbursement method (e.g., items that cannot be claimed through petty cash or on a travel voucher). After completion, the individual should forward the original claim (with receipts attached) to the expense authority. The expense authority will complete and sign the Coding section and forward the claim to MFIN, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* below.

CHEQUE INFORMATION

Payee Name: Edena Brown Vendor #: 2725834 Loc. Code: _____

Cheque Mailing Address: s.22

DESCRIPTION OF PURCHASE(S)

Date of Purchase	Description	Amount
June 12, 2018	Printer ink cartridges	57.62 GST: 2.57 PST: 3.60
Aug 8, 2018	Printer ink cartridges	98.23 GST: 4.39 PST: 6.14
Sept 6, 2018	Key Board Tray. Was invoice from May that office supply company had misplaced.	127.01 GST: 5.67 PST: 7.94

Cheque Total 282.86

Edena Brown

Signature of Individual Receiving Reimbursement

Sept 19/2018
Date

Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.

CODING

Client: 039 Resp: 18YAA Service Line: 14001 STOB: 6508 Project: 1800000

L. nl

Expense Authority Signature

2018/09/28
Date

Certified that the amount to be paid is correct, in accordance with appropriate statute or other authority for payment.

s.15

CUSTOMER ORDER NUMBER		TELEPHONE		FAX		DATE <i>Jan 12/15</i>	
NAME							
ADDRESS							
CITY		PROVINCE		POSTAL CODE			
SOLD BY	CASH	CHARGE	CHEQUE	DEBIT CARD <input checked="" type="checkbox"/>	C.O.D.	ON ACCT	MOSE RET'D
PAID OUT							
QTY	DESCRIPTION			PRICE	AMOUNT		
2	bro # 203XL						
	LW			19.25			
	BLK			32.30			
SPECIAL INSTRUCTIONS				SUBTOTAL	51.45		
				GST	2.57		
				PST	3.60		
RECEIVED BY				TOTAL	57.62		

58403

THANK YOU

s.15

CUSTOMER ORDER NUMBER		TELEPHONE		FAX		DATE <i>Aug 8/18</i>	
NAME							
ADDRESS							
CITY		PROVINCE		POSTAL CODE			
SOLD BY	CASH	CHARGE	CHEQUE	DEBIT CARD <input checked="" type="checkbox"/>	C.O.D.	ON ACCT	MOSE RET'D
PAID OUT							
QTY	DESCRIPTION			PRICE	AMOUNT		
1	bro 203XL				54.40		
	tripak						
1	bro 203XL blk				33.30		
SPECIAL INSTRUCTIONS				SUBTOTAL	87.70		
				GST	4.39		
				PST	6.14		
RECEIVED BY				TOTAL	98.23		

59201

THANK YOU

INVOICE

INVOICE NUMBER 66163-0

INVOICE DATE May 31, 2018



s.15

BILL TO ADDRESS				SHIP TO ADDRESS		
KATRINE CONROY 2 1006 3RD ST CASTLEGAR BC V1N 3X6				KATRINE CONROY DELIVERY HRS 10AM-3PM 1006 - 3RD STREET CASTLEGAR BC V1N3X6		
CUSTOMER PO #	CUSTOMER PHONE#	TERMS	ACCOUNT NO.	DEPT.	ORDERED BY	ORDER TAKER
EDENA	250-304-2783	Net 30	s.17			2010

ITEM NUMBER	MFG	ITEM DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	LIST PRICE	UM	Disc %	SELL PRICE	EXTEND PRICE
100KD28AM	HWD	KEYBOARD DRAWER AUTUMN MAPLE ALREADY DELIVERED	1		1	162.00	EA	30.0	113.40	113.40
<p>s.15</p> <p>SALE</p> <p>MID: 5736691 HST: s.15 TID: 003 REF#: 00000018 Batch #: 227 09/06/18 11:42:18 V-CODE: M</p> <p>APPR CODE: 144219 MASTERCARD Manual CP ***** s.17</p> <p>AMOUNT \$127.01</p> <p>APPROVED</p> <p>I AGREE TO PAY ABOVE TOTAL AMOUNT IN ACCORDANCE WITH CARD ISSUER'S AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER) RETAIN THIS COPY FOR STATEMENT VERIFICATION</p> <p>THANK YOU PLEASE COME AGAIN</p> <p>CUSTOMER COPY</p>										

Your total invoice discount is \$ 48.60 for a 30.0% savings!!!

Terms: Net 30 Days. No returns after 30 days.
A service charge of 2% per month (minimum charge 50 cents) will be charged on past due accounts.

s.15

Page 1 of 1

Subtotal	113.40
GST	5.67
PST	7.94
Total Due	127.01